



U.S. SMALL BUSINESS ADMINISTRATION
OFFICE OF GOVERNMENT CONTRACTING – AREA 2
409 3RD STREET, SW, 5TH FLOOR
WASHINGTON, D.C. 20416

May 18, 2017

Maxine Sullivan, CEO
Team J, Inc.
1075 Southern Maryland Blvd., Suite 19B
Dunkirk, MD 20754

Re: Opportunity to appeal GSA's Determination of Non-Responsibility regarding your proposal for RFP No. GS-11P-17-YE-D-001 for custodial and related services at the GSA Regional Office building.

Dear Ms. Sullivan,

The General Services Administration ("GSA") has issued a Determination of Non-Responsibility ("DNR") for your firm in connection to your proposal for the subject solicitation. This DNR will disqualify you from contract award unless the U.S. Small Business Administration ("SBA") issues a Certificate of Competency ("CoC") on your behalf.

The contracting officer determined that your proposal was unresponsive to the solicitation's request for information regarding corporate experience and key personnel. It omitted, for example, details such as the gross square feet of your past projects that are relevant to the subject solicitation; and information about your proposed project manager and supervisor. The evaluation criteria may be found in the solicitation.

You will need to overcome these issues as well as submit SBA Form 355 and SBA Form 1531 to successfully complete the CoC process. SBA may also look at areas of responsibility other than those cited in the contracting officer's referral.

Application for a CoC is voluntary, and the results are contract-specific. Regardless of the outcome, or if you decide not to file an application, a CoC review has no impact on any other procurement. However, for the present contract, the CO will not consider your firm any further unless SBA issues a CoC on its behalf.

Kindly note that if your application is incomplete, or it is late, your right to appeal is terminated and your CoC case will be closed. We also must emphasize and duly note that the burden of demonstrating your competency to perform is solely your responsibility.

Your CoC application must be printed out on paper and submitted within 6 full workdays of notification. Your first full workday is May 19th, which places your due date on Friday **May 26th at 5:00 PM**.

Kindly print out your application materials and mail them to:

Adrian Groth, Industrial Specialist
CoC Program Office
Washington District Office
U.S. Small Business Administration
409 3rd Street SW
Washington, DC 20416
Tel: (202) 205-6840

If you require further information or assistance regarding this case, please feel free to contact me.

Sincerely,

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Adrian Groth, Industrial Specialist
CoC Program Office
Washington District Office
U.S. Small Business Administration
409 3rd Street SW
Washington, DC 20416
Tel: (202) 205-6840
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